

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 16 July 1999

**FACILITIES ENGINEERING**  
**USE, OPERATION AND MAINTENANCE OF FACILITIES AT**  
**CAMP FUNSTON, FORT RILEY, KANSAS**

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**THIS SOP IS TO ESTABLISH POLICIES AND PROCEDURES FOR THE OPERATION AND MAINTENANCE OF FACILITIES FOR KANSAS ARMY NATIONAL GUARD IN CAMP FUNSTON, FORT RILEY, KANSAS**

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## CHAPTER 1

## GENERAL

1-1. **Purpose:** To provide guidance on how to request the use of facilities controlled by the Kansas Army National Guard to support unit training at Camp Funston, Fort Riley, Kansas. This SOP is applicable to all users.

1-2 **Description:** The Kansas Army National Guard operates and manages a vehicle wash facility, a two story barracks, a classroom/latrine/shower building and a small local training area for Army National Guard units for and in support of their training at Camp Funston, Fort Riley.

1-3 **Responsibilities:** The responsibilities of requesting units, their Officers in Charge or Non Commissioned Officers in Charge (OIC/NCOIC), and the Camp Funston facilities personnel are addressed related to each facility in Sections II, III and IV of this SOP.

1-4 **Camp Funston Local Training Areas:** Units will request areas indicated in Annex B (B1, B2, G1 and G2) for training, remaining over night or logistic support on AGKS Form 4200.

1-5 **Safety:**

- a. All Fort Riley safety regulations will be enforced in Camp Funston.
- b. Wildlife is abundant at the Camp Funston Training Area. Personnel are not to incite, irritate, or in any way bother wildlife or their activities.
- c. All wheeled vehicles operating off the streets must have a ground guide. Track vehicles must have a ground guide at all times, however, they may operate as part of a convoy on the streets or be escorted by a vehicle with a warning light.
- d. **Smoking is prohibited in all buildings. Smoking areas are designated outside each facility.**

## CHAPTER 2

## VEHICLE WASH FACILITY - BUILDING 1520

**2-1 Description:** The Wash Facility consists of a single bay "drive-thru" automatic wash system, pump house, latrines, and ten post-wash stations with a total of 20 individual hose nozzles to support the Vehicle Wash Facility. The wash system operates as either a stationary system which the vehicles drive thru or as a mobile system in which the vehicle is stationary. It is totally contained and all wash water enters the two sedimentation basins with oil skimmers.

a. Track vehicles - Track vehicles utilizing the wash system will drive into the wash bay to a designated point and stop. The vehicle will then be scanned and washed. As the vehicle enters and exits the wash bay the under chassis wash will be in operation.

b. Wheel vehicles - Wheel vehicles will utilize the "drive-thru" system. As the vehicles enter the wash bay the under chassis wash will be operational. The vehicles will drive thru the pre-positioned wash system and then exit the facility while an additional under chassis wash is operational.

**2-2 Responsibilities:**

a. Units:

- (1) Submitting Facility request form (See Annex A).
- (2) Assigning wash operation OIC/NCOIC. (Must remain on site the entire wash operation).
- (3) Providing four (4) personnel to the wash site to assist with the washing.
- (4) Conducting a police call of the site to include latrines.
- (5) Unit must be cleared by wash facility operation personnel prior to departure.
- (6) Ensuring all hazardous materials are properly safeguarded and disposed of in accordance with proper disposal procedures.
- (7) Ensuring drivers do not drive over hoses in the post wash area.
- (8) Ensuring vehicle engines are not washed at the facility.

- b. The unit OIC/NCOIC:
  - (1) Attend a facility briefing 30 minutes prior to unit use.
  - (2) Provide a facility operation and safety brief to the unit prior to start of wash operation.
  - (3) Hand receipting post-wash hoses and nozzles.
  - (4) Remain on site during the entire unit wash operation.
  - (5) Ensure site safety is enforced at all times.
  - (6) Monitoring vehicle traffic flow.
- c. Wash operation personnel assigned from the unit:
  - (1) Connecting post-wash station hoses and opening valves.
  - (2) Upon completion of wash operations, clean, disconnect and store post-wash hoses.
  - (3) Clean up of the wash bay.
  - (4) Directing traffic flow and safety.
- d. Camp Funston Facilities personnel:
  - (1) Provide requesting unit written confirmation (approval or disapproval) of vehicle wash facility availability.
  - (2) Provide OIC/NCOIC facility briefing.
  - (3) Monitors wash operations and ensure equipment is operational.
  - (4) Hand receipting post-wash hoses and nozzles to unit OIC/NCOIC.
  - (5) Inspecting unit police call.
  - (6) Maintenance and repair of the wash equipment.
- e. Director of Facilities Engineering, Kansas Army National Guard is responsible for the:

- (1) Operation of the vehicle wash facility.
- (2) Facility upkeep, maintenance and repair.

**2-3 Administration:**

**a. Hours of Operation:**

- (1) The normal operating hours are:  
Monday-Friday - 0700 to 1600 hours
- (2) Through scheduling:  
Monday-Sunday - 0600 to 2400 hours

**b. Scheduling:**

- (1) To schedule, units must submit AGKS Form 4200 (Annex A) to Camp Funston Training Area, P.O. Box 2345, Camp Funston, Fort Riley, Kansas 66442-0345 or faxed to (785) 239-8442 or DSN 856-8442.
- (2) Units will receive a written confirmation once the request has been processed.
- (3) All requests should be received at this headquarters NLT four (4) weeks prior to date of usage.
- (4) Units should use the following guidelines to determine the wash bay period required for their vehicles:
  - (a) Wheel Vehicles - 1-3 minutes per vehicle (drive-thru).
  - (b) Track Vehicles - 3-10 minutes per vehicle, adjusting according to amount soil/mud.
- (5) Units scheduled for the wash facility bay will also have use of post-wash stations.

**c. Cancellations:**

- (1) Cancellations to be in writing or verbal (if at all possible) not later than 48 hours prior to scheduled usage.

(2) Commanders of unit(s) failing to cancel will be required to submit a written justification through their chain of command to the Deputy STARC Commander.

2-4 Procedures:

a. Prior to operations:

(1) Thirty (30) minutes prior to equipment arriving, on site OIC/NCOIC will receive facility and safety briefing.

(2) Assign four (4) personnel for set-up and shut-down.

(3) OIC/NCOIC to hand receipt post-wash hoses and nozzles.

(4) OIC/NCOIC to brief all drivers.

(5) Designate wash bay ground guides.

b. During operations:

(1) All vehicles within the wash facility compound must have ground guides. NO EXCEPTIONS.

(2) All vehicles will enter the facility from the staging road except launcher will enter by southwest gate and exit by southeast gate. (See Annex C Site Traffic Flow Diagram).

(3) OIC/NCOIC must remain at the facility during the entire unit operation.

(4) No personnel will enter the facility with the exception of the latrines.

(5) A post telephone is available for use.

(6) All drivers are advised to wear wet weather gear, especially HMMWV drivers.

(7) Maintain minimal speed on the "drive-thru". Note: The slower the vehicle goes through the wash system the cleaner it is going to get.

(8) Time permitting "drive-thru" vehicles may recycle through the wash bay as necessary by exiting and re-entry.

(9) Unit personnel will install post-wash hoses and open all valves. Hoses will remain connected at all times while the valves are open.

(10) Vehicles not utilizing the post wash stations will exit via the southwest gate.

(11) Vehicles utilizing the post wash stations will exit via the southeast gate.

(12) All vehicles and personnel will stay off all grassy areas.

c. After operations:

(1) Unit personnel are responsible for conducting a site police call to include latrines. Three (3) dumpsters are on site for trash.

(2) Unit personnel are responsible for hosing down wash bay.

(3) Unit personnel are responsible to shut off valves and clean. Disconnect post-wash hoses.

(4) Hoses to be stacked in designated location.

d. Safety:

(1) All vehicles will have a ground guide at all times.

(2) Observe all posted warning signs.

(3) No personnel are allowed within 20 feet of water reservoirs.

(4) No personnel are allowed in the wash bay.

(5) **Smoking is prohibited in the building. Smoking areas are designated outside the facility.**

(6) Report all incidents to Wash Facility Personnel immediately.

(7) Water hose fights at the post-wash stations are forbidden.

(8) All vehicles will be inspected for non-expended and expended ammunition prior to entering wash facility. Any small arms ammunition or pyrotechnics discovered in or around vehicles will be turned in to the OIC/NCOIC. No small arms ammunition or pyrotechnics will be placed in the dumpsters.

(9) All waste will be properly handled, hazardous waste will not be spilled, dumped or disposed of at the Vehicle Wash Facility.

**2-5 Use of facilities by other than Army National Guard**

a. Scheduling: Same as National Guard Units.

b. Reimbursement:

(1) Actual operation per hour cost of \$18.00. Funding to be submitted on a Military Interdepartmental Purchase Request (DD Form 448).

(2) Actual cost for damages, i.e. replace hoses or nozzles or other physical damage to the facility.

(3) Actual cost for additional services. (Example, extra trash receptacles or other than normal operational hours).



## CHAPTER 3

## BARRACKS - BUILDING 1987

3-1 Description: The Camp Funston Training Area Barracks, Building 1987, is a two-story, 32 room, 67 bed facility. The facility also contains a furnace room, maintenance room, day room, three (3) male latrines with showers and one female latrine with showers. Two of the rooms are apartment types for up to four personnel. These will be reserved for officers and/or senior NCO's.

3-2 Responsibilities:

## a. Units:

- (1) Submitting Facility request form. (See Annex A)
- (2) Assigning OIC/NCOIC to the Training Area to inventory, sign and be responsible for the issue of keys, rooms, furniture, cleaning requirements on signing in and overall appearance and cleanliness of the facility when clearing.
- (3) Providing a detail to clear barracks with Training area personnel.
- (4) Reporting damages and maintenance problems to training area.
- (5) Conduct of using unit's personnel at all times.
- (6) Enforcing safety of their personnel staying in the building.
- (7) Compliance with the following rules.
  - (a) Screens covering windows will not be removed, installation of room air conditioners or fans in the windows are not authorized.
  - (b) Refrigerators are not authorized.
  - (c) Vehicles and personnel will stay off the grassy areas around the building.
  - (d) **Smoking is prohibited in the building. Smoking areas are designated outside the facility.**
- (8) Ensure fire extinguishers are in place and any safety or other facility deficiencies reported to Camp Funston facility personnel.

c. Camp Funston Facilities personnel:

- (1) Providing written verification to unit.
- (2) Providing individual to assist unit in checking-out facility.
- (3) Hand receipt all keys, rooms, furniture and cleaning supplies to unit liaison.
- (4) Provide personnel to walk through with unit liaison to record prior damage.
- (5) Repair any and all maintenance problems, if feasible.
- (6) Provide personnel to check barracks for cleanliness, damage, hand receipt items and final clearance.

3-3 Administration:

a. Hours of operation:

- (1) The normal operating hours are:  
  
Monday-Friday - 0700 to 1600 hours
- (2) The Camp Funston Training Area is available 24 hours a days, 7 days a week for issue/turn-in, assistance and/or emergencies with prior coordination.

b. Scheduling:

- (1) To schedule, units must submit AGKS Form 4200 (Annex A) to Camp Funston Training Area, P.O. Box 2345, Camp Funston, Fort Riley, and Kansas 66442-0345. or faxed to (785) 239-8442 or DSN 856-8442.
- (2) Units will receive a written confirmation once the request has been processed.
- (3) All requests should be received at this headquarters NLT four (4) weeks prior to date of usage.
- (4) All personnel will be billeted two per room.
  - (a) All enlisted male will be two per room.

(b) All enlisted female will be two per room.

(c) Field grade officers will be one per room, space permitting.

c. Cancellations:

(1) Cancellations to be in writing (if at all possible) not later than 48 hours prior to scheduled usage or phone the Facilities Engineering personnel at (785) 239-0986 or DSN 856-0986.

(2) Unit(s) failing to cancel may be subject to being placed on the end of the request list in the future.

d. Procedures:

(1) Prior to Operations:

(a) Ensure personnel have been briefed on barracks standards/policies prior to on-site arrival.

(b) Match up personnel (i.e. male w/male, female/w/female, officers etc.) for room assignments.

(c) OIC/NCOIC to conduct inventory with Training Area personnel, sign for all room keys etc.

(2) During Operations:

(a) Unit must clean-up daily, areas such as latrines, hallways, dayroom, stairs, outside police call. This includes wiping down showers, commodes, urinals, sweeping, mopping, trash removal and police call of the outside area.

(b) All trash and debris to be placed in dumpsters located next to building. Hazardous waste will not be placed in any dumpsters.

(c) A post telephone is available for use.

(d) All vehicles and personnel will stay off all grassy areas.

(3) After Operations:

(a) Unit personnel are responsible for complete cleaning of building to include police call.

(b) Unit personnel are responsible for liaison with Facility Personnel to clear and turn-in building.

(4) Safety:

(a) Unit personnel are not allowed on roof, inside boiler room or maintenance room.

(b) No telephone or electrical wiring modification.

(c) No air conditioners will be installed in rooms.

(d) No alcoholic beverages to be consumed by persons under the age of 21. Consuming alcohol beverages by individuals over 21 years old should be monitored due to risk of personal/property damage.

(e) **Smoking is prohibited in the building. Smoking areas are designated outside the facility.**

(f) Report all incidents of violations to training area personnel immediately.

(g) Report maintenance problems immediately.

(h) No horse playing.

(i) No standing for long periods of time on exterior steps or landings.

**3-4 Use of facilities by other than Army National Guard:**

a. Scheduling same as National Guard units.

b. Reimbursement:

(1) Per day actual cost for metered utilities (water, gas, electrical) based upon meter readings. Funding to be submitted on a Military Interdepartmental Purchase Request (DD Form 448).

(2) Actual cost for damages to building.

(3) Actual cost for additional services. Includes extra trash containers, special operational hours.

## CHAPTER 4

## CLASSROOM, LATRINE/SHOWER - BUILDING 1984

**4-1 Description:** The Camp Funston Training Area Classroom, Latrine/Shower, Building 1984 is a single story with one/two classroom(s) with latrines and a latrine shower facility. The latrine/shower will have five (5) shower heads on the female side and fifteen (15) shower heads on the male side. The building can be checked out as a whole building or it can be issued for classroom use and/or latrine/shower use. The classroom total size is 44 x 42.4. An accordion type door can be closed to make it a two classroom system. Maximum capacity per classroom is 44 each for a total of 88 personnel.

**4-2 Responsibilities:****a. Units:**

- (1) Submitting Facility request form. (See Annex A)
- (2) Assigning OIC/NCOIC to the Training Area to inventory, sign and be responsible for the issue of keys, rooms, furniture and overall appearance and cleanliness of the facility when clearing.
- (3) Providing personnel to clear facility with Camp Funston Facility Personnel.
- (4) Reporting damages and maintenance problems to Camp Funston Facility Personnel.
- (5) Conduct of using unit's personnel at all times.
- (6) Ensuring safety.
- (7) Enforcing rules of this policy.
- (8) Vehicles and personnel must stay off the grassy areas around the building.
- (9) **Smoking is prohibited in the building. Smoking areas are designated outside the facility.**

**b. OIC/NCOIC**

- (1) Sign for keys.

- (2) Inventory of facility.
- (3) Clean up and turn in of facility.
- c. Camp Funston facilities personnel:
  - (1) Providing written verification to unit.
  - (2) Providing individual to assist unit in checking-out facility.
  - (3) Hand receipt all keys, rooms, furniture and cleaning supplies to unit OIC/NCOIC.
  - (4) Provide personnel to walk through with unit liaison to record condition prior to receipt.
  - (5) Repair any and all maintenance problems, if feasible.
  - (6) Provide personnel to check in facility for cleanliness, damage and hand receipt items.

4-3 Administration:

- a. Hours of operation:
  - (1) The normal operating hours are:  
  
Monday-Friday - 0700 to 1600 hours
  - (2) The Camp Funston Training Area is available 24 hours a day, 7 days a week for issue/turn-in, assistance and/or emergencies.
- b. Scheduling:
  - (1) To schedule, units must submit AGKS Form 4200 (Annex A) to Camp Funston Training Area, P.O. Box 2345, Camp Funston, Fort Riley, and Kansas 66442-0345. or faxed to (785) 239-8442 or DSN 856-8442.
  - (2) Units will receive a written confirmation once the request has been processed.
  - (3) All requests should be received at this headquarters NLT four (4) weeks prior to date of usage.

c. Cancellations:

(1) Cancellations to be in writing or verbal (if at all possible) not later than 48 hours prior to scheduled usage.

(2) Unit(s) failing to cancel will be subject to being disapproved in the future.

4-4 Procedures:

a. Prior to operations:

(1) Ensure personnel have been briefed on facility standards/policies prior to on-site arrival.

(2) OIC/NCOIC to conduct inventory with Camp Funston Facilities Personnel, sign for all room keys etc.

b. During operations:

(1) Unit must clean-up daily, areas such as latrines, hallways, classroom, outside police call. This includes wiping down showers, commodes, urinals, sweeping, mopping, trash removal and police call of the outside area.

(2) All trash and debris to be placed in dumpsters located next to building.

(3) A post telephone is available for use.

(4) All vehicles and personnel will stay off all grassy areas.

c. After operations:

(1) Cleaning of building to include police call.

(2) Liaison with Camp Funston Facility Personnel to clear and turn-in building.

d. Safety:

(1) No alcoholic beverages to be consumed in building.

(2) **Smoking is prohibited in the building. Smoking areas are designated outside the facility.**

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(3) Report all incidents of violations to Camp Funston Facility Personnel immediately.

(4) Report maintenance problems immediately.

(5) No horse playing.

**4-5 Use of facilities by other than Army National Guard:**

a. Scheduling same as National Guard units.

b. Reimbursement:

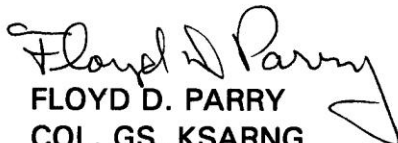
(1) Per day for actual cost of utilities (water, gas, electric) based upon meter readings. Funding to be submitted on a Military Interdepartmental Purchase Request (DD Form 448).

(2) Actual cost for damages to buildings and extra cost of area clean-up.

(3) Actual cost for additional services. Includes extra trash containers, special operational hours, employee overtime.

OFFICIAL:

GREGORY B. GARDNER, Major General (KS), KSANG  
The Adjutant General

  
FLOYD D. PARRY  
COL, GS, KSARNG  
Chief of Staff

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**Kansas Army National Guard  
Camp Funston Training Area ATTN: Facilities/Engineering  
Building 1970, P. O. Box 2345  
Fort Riley, Kansas 66442-0345**

**FACILITY REQUEST FORM**

<b>Requesting Organization/Unit:</b>	<b>Date:</b>
	<b>POC:</b>
	<b>Phone:</b>
	<b>FAX:</b>

<b>Vehicle Wash Facility Building 1520</b>		<b>Date(s) Requested</b>	<b>to</b>
		<b>Hours Requested</b>	<b>to</b>
<b>Quantity</b>	<b>Type of Vehicles</b>		

<b>Local Training Areas (Check Block)</b>	<input type="checkbox"/>	<b>B1</b>	<input type="checkbox"/>	<b>B2</b>	<input type="checkbox"/>	<b>G1</b>	<input type="checkbox"/>	<b>G2</b>
<b>Dates</b>	<b>to</b>							

<b>Classrooms - Building 1984</b>				<b>Latrine/shower</b>	
<b>Room 1</b>	<b>Room 2</b>	<b>Both</b>	<b>Number Personnel</b>	<b>Male</b>	<b>Female</b>
<b>to</b>			<b>Date (s) Requested</b>	<b>to</b>	
<b>to</b>			<b>Hours Requested</b>	<b>to</b>	

<b>Barracks - Building 1987</b>		<b>Date (s) Requested</b>	<b>to</b>
<b>Male</b>	<b>Female</b>	<b>Hours Requested</b>	<b>to</b>

<b>Remarks:</b>			
<b>Approved:</b>	<input type="checkbox"/>	<b>Disapproved:</b>	<input type="checkbox"/>
<b>Reason:</b>			

\_\_\_\_\_  
Facility Manager, KSARNG  
Camp Funston



